

WASHINGTON STATE NIMS/ICS ALL-HAZARDS POSITION-SPECIFIC COURSE POLICY

RESOURCES AND REFERENCES

NIMS Training Program, September 2011 ([link](#))

NIMS ICS All-Hazards Position Specific Training Program, November 2012 ([link](#))

PURPOSE

In the fall of 2009, the United States Fire Academy (USFA), the Emergency Management Institute (EMI), and the Incident Management Systems Integration Division (IMSID) launched a new version of NIMS/ICS all-hazards position-specific courses along with corresponding train-the-trainer (TTT) courses. The purpose of this policy is to define the requirements for the delivery of the NIMS/ICS all-hazards position-specific courses in the State of Washington.

Note: While proper training is essential, participation in the courses listed in this document does not qualify individuals to assume the corresponding ICS positions. Individuals must meet credentialing/qualification requirements set by the authorities having jurisdiction.

INSTRUCTOR SELECTION

Qualified individuals may become eligible to teach NIMS/ICS all-hazards position-specific courses in the State of Washington only by attending the corresponding train-the-trainer courses. (*Historical recognition ended September 30, 2010*).

REQUIRED INSTRUCTOR QUALIFICATIONS

1. Lead instructors for NIMS/ICS all-hazards position-specific training courses must have a minimum of 10 years operational field experience at the Command or General Staff level with an emergency management discipline (i.e. fire, emergency medical service, law enforcement, public works, public health, etc. or a wildland fire agency).
2. Lead instructors must have a minimum of 5 years' experience delivering emergency management type training (including exercises that test team and individual performance) to a target audience comprised of incident management level emergency response personnel.
3. Support instructors must have a minimum of 3 years of operational field experience in a Command, General Staff, or Unit Leader Position.
4. Lead and support instructors must have successfully completed:
 - a. IS-701 - Multi-Agency Coordination Systems (MACS) or M-480 Mac Group
 - b. ICS-100, ICS-200, IS-700a, and IS-800b
 - c. *ICS-300* and *ICS-400* or equivalent as recognized by the sponsoring state
5. Lead and support instructors must have served and/or currently be serving as a member of a Type I, Type II, or Type III incident response team in the functional area for which they desire to instruct.

6. Lead and unit instructors must provide documentation that supports they have successfully completed formal adult education training to include at least one of the following:
 - a. College courses
 - b. Emergency Management Institute's (EMI) Master Trainer Program
 - c. National Fire Academy's (NFA) Instructional Methodology course
 - d. National Wildfire Coordinating Group's (NWCG) Facilitative Instructor (M-410) course
 - e. Center for Domestic Preparedness (CDP) Instructor Training Certification Course
 - f. Equivalents (i.e. Total Army Instructor Training Course (TAITC); Small Group Instructor Training Course (SGITC); G265 Basic Instructional Skills course: etc.)
 - g. State Certified Level II or higher Fire, Rescue, and/or EMS Instructor (NFPA 1041 – Level II)
7. All lead and unit instructors must be able to use computers to support course delivery

RECOMMENDED INSTRUCTOR QUALIFICATIONS

Lead instructors have successfully completed one or more additional courses or exercises that require the application of ICS knowledge under monitored conditions such as:

- National Wildfire Coordinating Group (NWCG) S-420 or S-520;
- Integrated Emergency Management course (IEMC)
- National Association of State Foresters (NASF) Complex Incident Management Course (CIMC)
- The position specific course for which they are applying or equivalent (i.e. NWCG, USCG, or EPA position specific courses)
- NFA Command and Control or Command and Control of Natural and Manmade Disasters
- NFA 337 Command & General Staff course

TRAIN-THE-TRAINER REQUIREMENTS FOR INSTRUCTORS

All instructor candidates are required to complete the train-the-trainer course for the position specific courses they are going to teach. Instructor candidates are required to complete the NIMS ICS all-hazards position-specific course prior to their completion of the TTT course.

The following 16 NIMS ICS all-hazards position-specific train-the-trainer courses are available for instruction:

1. All-Hazards Communications Unit Leader TTT Course (E-949)
2. All-Hazards Incident Commander TTT Course (E-951)
3. All-Hazards Public Information Officer TTT Course (E-953)
4. All-Hazards Safety Officer TTT Course (E-955)

5. All-Hazards Liaison Officer TTT Course (E-957)
6. All-Hazards Operations Section Chief TTT Course (E-959)
7. All-Hazards Division/Group Supervisor TTT Course (E-961)
8. All-Hazards Planning Section Chief TTT Course (E-963)
9. All-Hazards Resources Unit Leader TTT Course (E-966)
10. All-Hazards Logistics Section Chief TTT Course (E-968)
11. All-Hazards Facilities Unit Leader TTT Course (E-972)
12. All-Hazards Finance/Admin Section Chief TTT Course (E-974)
13. All-Hazards Finance/Admin Unit Leader TTT Course (E-976)
14. All-Hazards Supply Unit Leader TTT Course (E-977)
15. All-Hazards Situation Unit Leader TTT Course (E-978)
16. All-Hazards Task Force/Strike Team Leader TTT Course (E-985)

Potential instructors wanting to participate in any of the NIMS ICS all-hazards position- specific train-the-trainer course shall submit an application package to the Washington State Training Program Manager either in electronic or paper form. The package must include the following documents:

- A separate FEMA Admissions Form (FEMA 119-25-1) for each train-the-trainer course being applied for. Applications must include a Student Identification (SID) Number.
- A résumé outlining operational field experience and emergency management training experience.
- Certificates/transcript of prerequisite courses.
- Copy of an Incident Action Plan the candidate participated in developing.
- Certificate/transcript of completed formal adult education training.
- Optionally, any additional supporting documents, such as task books.

Upon approval of the individual's instructor qualifications, the Washington State Training Program Manager will sign and forward the application to the National Emergency Training Center (NETC) Admissions Office. NETC Admissions will review the application and notify the student of their status. Upon acceptance into the course, NETC Admissions will send the student a course acceptance packet, which will contain course logistics information.

Note: NIMS ICS all-hazard position-specific train-the-trainer course participants are eligible for a stipend in accordance with NETC admissions policies. There are no tuition fees for the training. All participants are responsible for the cost of meals while attending the training. The cost of student transportation and housing will be reimbursed.

ALL-HAZARDS ICS POSITION-SPECIFIC COURSE DELIVERY

The following 16 NIMS ICS all-hazards position-specific train-the-trainer courses are available for instruction:

1. All-Hazard Incident Commander Course (E/L-950)

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| 2. All-Hazards Public Information Officer Course | (E/L-952) |
| 3. All-Hazards Safety Officer Course | (E/L-954) |
| 4. All-Hazards Liaison Officer Course | (E/L-956) |
| 5. All-Hazards Operations Section Chief Course | (E/L-958) |
| 6. All-Hazards Division/Group Supervisor Course | (E/L-960) |
| 7. All-Hazards Planning Section Chief Course | (E/L-962) |
| 8. All Hazards Situation Unit Leader Course | (E/L-964) |
| 9. All Hazards Resource Unit Leader Course | (E/L-965) |
| 10. All-Hazards Logistics Section Chief Course | (E/L-967) |
| 11. All-Hazards Communications Unit Leader | (E/L-969) |
| 12. All-Hazards Supply Unit Leader Course | (E/L-970) |
| 13. All-Hazards Facilities Unit Leader Course | (E/L-971) |
| 14. All-Hazards Finance/Admin Section Chief Course | (E/L-973) |
| 15. All-Hazards Finance/Administration Unit Leader Course | (E/L-975) |
| 16. All-Hazards Task Force/Strike Team Leader Course | (E-984) |

The following steps shall be followed prior to delivery of each of the off-campus all-hazard ICS position- specific courses:

1. Determine which course(s) will be requested and identify a person to serve as the local point of contact (POC) and course coordinator.
2. Establish a course date that allows at least 45 to 60 days advanced notice to the Emergency Management Institute for course registration purposes.
3. Contact the State Training Officer (STO) and advise him/her of the proposed course, location, dates, etc.
4. Working with the STO, review the national database of instructors and ensure that two qualified instructors (minimum one lead instructor and one support or unit instructor) for each course offering are available.
5. Ensure that all logistical arrangements are made for the course offering including: adequate classroom, breakout areas, audio-visual equipment, student manuals, handouts, wall displays, etc.
6. Complete the "Request to conduct NIMS ICS All-Hazards Position Specific Training Class" form (hereafter referred to as the Course Request form) and route to the respective STO; **a copy of the form is found on the last page of this document.** When completing the Course Request form, please insure that the form is properly completed and that all requested information is provided including:
 - a. Location and scheduled dates for the course
 - b. The box for the course to be offered is checked
 - c. Identify a Local POC for the course, contact telephone number, and the address where the Course Evaluation Forms should be sent; *a PO Box is not acceptable*

- d. All NIMS ICS Position Specific classes must be delivered by at least two qualified Position Specific instructors, one of whom will be identified as the lead (or senior) instructor and one of whom will be identified as the support (or unit) instructor. Subject matter experts and/or experienced ICS practitioners may also be utilized for limited instructional assistance on specific topics with the approval of the STO and the EMI Course Manager.
 - e. A separate form must be used for each course that will be offered; scanning of multiple forms into one document is not acceptable for submission
7. The STO will forward the Course Request form to the EMI Course Manager and ask that the course be set up as an official course.
8. No course will be considered valid and no student will receive credit for any course that has not been properly registered through both the STO and EMI. 119-25-1 application forms received in NETC Admissions for courses that have not been properly registered will be returned to the sender and credit for attendance will be withheld until the course registration process is properly completed. All 119-25-1 application forms must include SID's numbers as previously noted.
9. Once the Course Request form is received by EMI, the Position Specific Course Manager will schedule the course and send a copy of the internal registration form (referred to as a 'Green Sheet') used for this purpose back to the sender, so that he or she knows that the course has been properly registered.
10. Recruit and select students that meet the course prerequisites:
 - a. The basic requirement for attendance at NIMS ICS All-Hazards Position Specific training is completion of the NIMS 100, 200, 700, 800 & ICS 300 courses. ICS 400 will also be required for attendance at all Command & General Staff courses effective October 1, 2013.
 - b. In addition, students should be members of Type III or Type IV Incident Management Teams, or be working toward becoming qualified as members in the future.

INSTRUCTOR REMOVAL POLICY

The purpose for a policy on the removal and/or decertification of instructors from the All-Hazards Position Specific Training Program is twofold:

1. To insure the highest quality in the level of instruction for all students participating in the program, and
2. To insure currency on course materials by all instructors.

In general, the authority for the removal of personnel from the list of qualified instructors is vested in the respective State Training Officer (STO). Instructor certification or approval to conduct training courses may be suspended or revoked for a number of reasons including (but not limited to):

- Voluntarily, by choice of the instructor
- Voluntarily, due to sickness or death
- Voluntarily, due to retirement

- Inactivity or failure to instruct or maintain currency with course materials
- Involuntarily, due to poor performance or behavioral issues
- Violating grant policies pertaining to training instructor expense.

POINT OF CONTACT

The Exercise and Training Section of the Washington State Emergency Management Division is responsible for the promulgation of this policy.

Questions or comments should be directed to:

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